



**DIVISION MEMORANDUM**

No. 040 s. 2019

To: All Public School District Supervisors/District In-Charge  
All Private School Principals/School Heads  
This Division

From: *Mari Lou B. Dedumo*  
**MARILOU B. DEDUMO, Ph.D., CESO V**  
Schools Division Superintendent

Date: January 22, 2019

Subject: **DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF SPECIAL ORDERS AND CHECKING SCHEDULE OF FORM 9 FOR PRIVATE SCHOOLS S.Y. 2018 - 2019**

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1. The field is hereby informed of the Documentary Requirements for the issuance of Special Orders of the graduating SHS students as stipulated in RM # 016, s. 2019, hereto attached.
  2. In order to meet the deadline of the submission of S.O. at Regional Level (March 18, 2019), the Division Office sets schedule for checking of documents and Form 9 on the following dates:
    - February 19, 2019 (Tuesday)**
      - San Antonio De Padua HS
      - Holy Child Academy
    - February 20, 2019 (Wednesday)**
      - Purisima Diocesan School
      - San Agustin HS
    - February 21, 2019 (Thursday)**
      - Diatagon Catholic High School
      - Cortes Academy
    - February 22, 2019 (Friday)**
      - St. Michael's College
      - St. Michael's School
    - February 25, 2019 (Monday)**
      - Fr. Urios Academy HS
      - MOMA
    - February 26, 2019 (Tuesday)**
      - SURSUR Colleges – Main
      - SURSUR – Pagtilaan
      - SURSUR – Villaverde



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CARAGA Administrative Region  
DIVISION OF SURIGAO DEL SUR  
Tandag City



3. Please let us strictly observe the schedule stated above.
4. Attached herewith is a sample of S.O Graduation Form 9 and accomplished Student's Evaluation Form.
5. Wide dissemination of this memorandum to all concerned is highly desired.